

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM021	
Creation Date of PD	7/6/06	
Job Title	TCO Records Coordinator and Administration	
SNL Dept Name	Test Coordination Office	
SNL Org Number (or TBD)	TBD	
Number of Openings	2	
Description of Position	<p>The Test Coordination Office's mission is to provide a comprehensive resource for the planning and implementation of underground and surface geologic, hydrologic, geochemical, and geotechnical tests, including laboratory testing of waste package and waste form materials, in support of the Lead Laboratory for the Yucca Mountain Project.</p> <p>The TCO seeks to hire individuals, to work in Summerlin, to serve as members of the TCO to provide a variety of document control, correspondence control, records management, administrative, and clerical functions. These positions serve as the document control lead and the records lead for the group. The duties also include arranging travel for TCO staff, processing documents through all the procedural steps, maintaining the TCO filing system, supporting the development of procedures, and aiding management in various daily activities. These activities may include composing routine correspondences, scheduling meetings, processing time and expense records, preparing record packages and submitting them to the RPC, maintaining office supplies, and providing word processing, spreadsheet, and other office software expertise. All of these functions are done in accordance with strict Integrated Safety Management principles, quality assurance requirements, and well-established work control processes.</p>	
Required Skills & Experience	Eight (8) years directly related experience in a clerical/administrative discipline or an equivalent combination of training and experience. Experience in working to procedures, regulations, and directives in a project setting similar to the YMP. Demonstrated ability to deliver quality products in a timely manner within budget. Demonstrated communication skills. Demonstrated ability in the use of standard word processing, office automation equipment, and other equipment utilized in the processing of documentation or records. Demonstrated ability to set up and maintain project, document control, records management, and departmental filing systems and procedures.	
Desired Skills & Experience (if applicable)	Exposure and working knowledge of federal and state regulatory programs and rigorous quality assurance and Integrated Safety Management programs.	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)		
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.03		X
1.5.03.11	Postclosure Safety Test Coordination-ESF Ops	X

Sand #: 2006-4508W